

Recreational Trails Program

2023 Application Cycle



FWP Trail Grant Programs



Recreational Trails Program

[GRANT INFO >](#)



Trail Stewardship Program

[GRANT INFO >](#)



Off-Highway Vehicle Program

[GRANT INFO >](#)



Summer Motorized Trail Pass Program

[GRANT INFO >](#)



Snowmobile Program

[GRANT INFO >](#)



RTP VS. TSP

Recreational Trails Program (RTP)

- Federally Funded Program
- Max Funding: \$100,000
- Required Match: 20%
- Equipment purchases and education/safety projects are eligible
- 10% de minimis or federally approved IDR rate allowed (can be used as match)
- RTP has some additional reporting requirements due to tie to federal funding

Trail Stewardship Program (TSP)

- State Funded Program
- Max Funding: \$75,000
- Required Match: 10%
- Equipment purchases and education/safety projects are *not* eligible
- 7% admin fee allowed (can not be used as match)



Program Overview



Recreational Trails Program

Funding Source:

Funds come from the Federal Highway Trust Fund and represent a portion of the motor fuel excise tax collected from nonhighway recreational fuel use. (e.g., snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks.)

Purpose:

RTP grant funds are intended to provide, expand, and improve recreational trails for both motorized and nonmotorized trail uses. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function.

30/30/40 Allocation

- 30% Nonmotorized
- 30% Motorized
- 40% Diversified
- 5% of funds may go towards education and safety projects



Definitions

What is a Trail?

Thoroughfare or track across land or snow, used for recreational purposes such as—

- pedestrian activities, including wheelchair use;
- skating or skateboarding;
- equestrian activities, including carriage driving;
- nonmotorized snow trail activities, including skiing;
- bicycling or use of other human-powered vehicles;
- motorized vehicular activities (ATV, motorcycle, snowmobiling, OHV) ; and
- aquatic or water activities*

*Must be designated routes, open to non-motorized watercraft; have public access points; have developed trail data; and be actively supported and/or maintained by an organization

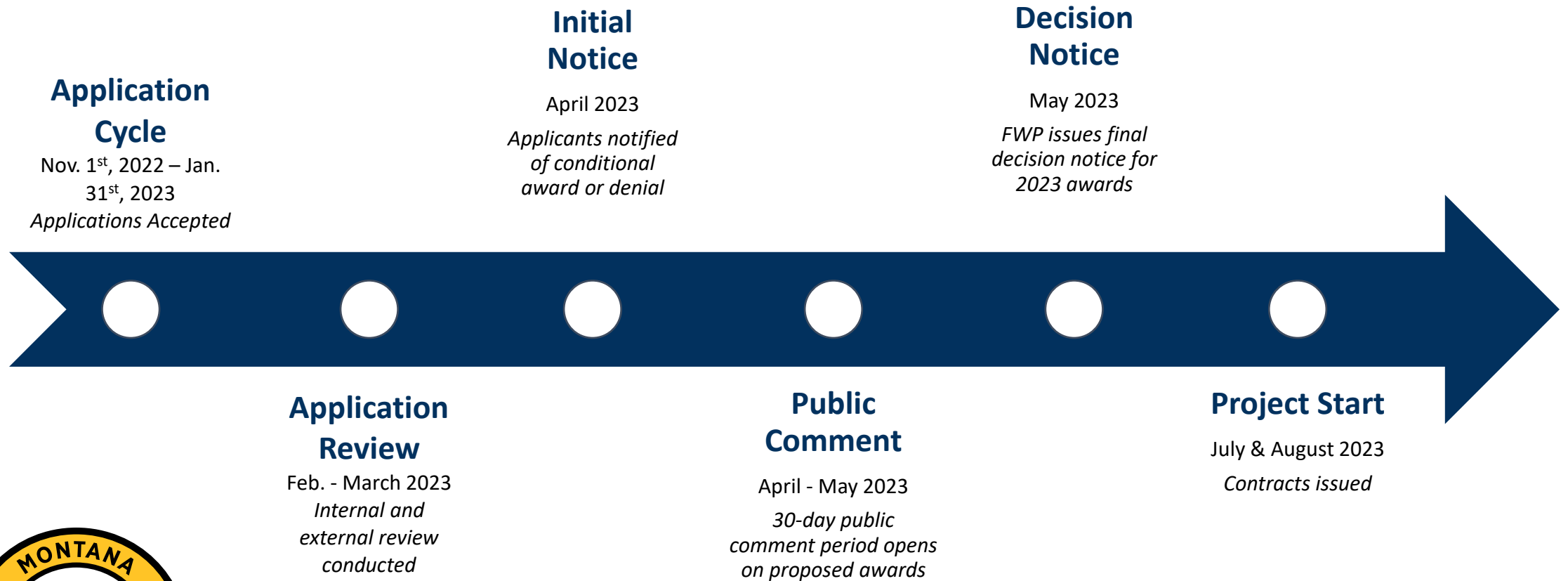
What is a Shared-Use Path?

a multiuse path that is separated from motorized vehicular traffic by an open space, pavement markings, or a barrier within a highway or other road right-of-way and that is usable for transportation purposes by pedestrians, runners, bicyclists, skaters, equestrians, and other nonmotorized users

A sidewalk, as defined in 61-8-102 MCA, is not a shared-use path or a trail.



Application Cycle Overview



Funding

- Approximately \$1.5 million Available
- Max Request: \$100,000
- Match Required: 20%
 - 20% of the total project cost (match + RTP request)
 - May be from cash or in-kind (e.g., value of volunteer time)
 - Federal Applicants must provide 5% nonfederal match
 - May use FWP Trails Stewardship Grant as match to RTP – must be already awarded at the time of application & be directly related to the proposed project.



Eligibility

Eligible Applicants

- Federal
- Tribal
- State
- County or Municipal Agencies (including school districts)
- Private Corporations
- Nonprofits

At the time of application, applicants must:

- Be registered and in good standing with the Secretary of State
- Be registered with the System for Award Managed (SAM) – Submit verification with application
- Must complete a Risk Assessment at the time of application (see Funding Opportunity Attachments in WebGrants)



Eligible Funding Areas

- Maintenance and restoration of recreational trails
- Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails
- Purchase and lease of recreational trail construction and maintenance equipment
- Construction of new recreational trails
- Acquisition of easements and fee simple title for recreational trail corridors
- Trail signage
- Trail corridor or trailhead weed management
- Publications and educational programs that promote safety and environmental protection



What to Expect: Grant Award Reporting

- Claims due every 8 months at a minimum
 - Must provide documentation for all expenses and reported match. (e.g., Project start date of August, first claim due in March)
- Annual Progress Report
 - Accomplishments thus far, upcoming activities, and any outstanding issues/concerns/delays
- Final Report
 - Due along with the final claim
- Maintain SAM registration and provide verification annually
- If entity expends \$750,000 or more in federal funds during the given fiscal year, must provide a copy of the completed single audit
- For Purchased Equipment (e.g., groomers and snowmobiles): Must complete an annual survey of the equipment for 5 years.

Grant Management is currently done through WebGrants, we are expecting a change over to another platform within the next 12-18 months – more information and trainings will be provided



General Program Requirements

Required documents and compliance with state and federal procedures



Documentation of Project Approval / Commitment

Documentation of:	Provided by:
Project Commitment / Approval	Applicant organization leadership (if a private or nonprofit organization)
Match Commitment	Partner entities referenced as providing match (cash or inkind) to the project
Maintenance Commitment	From entity responsible for future maintenance of a project

General letters of support are not required. If provided, should be unique, specific, typed, signed, and dated



Documentation of Landowner Permission & Public Access

Documentation of Landowner Permissions		
IF Your Organization	THEN Documentation permitting your organization to access the land is	And THEN Documentation permitting the project work upon the land is
Owens the land upon which your proposed project will take place	Not required	Not required
Plans to use land owned by a public entity to do project work	Not required	Required, in the form of an agreement (e.g., Collection Agreement) allowing applicant to conduct the type of project work (winter grooming, summer maintenance, etc.), or specific project work (building a trail, constructing a trailhead, etc.)
Plans to use land owned by a private entity (including nonprofits) to do project work	Required, in the form of a legal agreement allowing your organization permission to access the land for at least the duration of the project period	



Purchasing Guidelines

Entities planning to purchase services or materials from a single vendor over \$10,000 in value with grant funds must follow state procurement procedures:

Limited Solicitation Process

- Service valued at \$10,000 - \$99,999
- Supply valued at \$10,000 - \$99,999
- Three viable quotes, if available, before selecting vendor

Competitive Bid Process

- Service greater than or equal to \$100,000
- Supply greater than or equal to \$100,000
- Recipient will follow own documented solicitation process (documentation required) but must include specific details:
 - Description of service & evaluation criteria
 - Public Notice
 - Record of each Bid
 - Written notice to lowest bidder response



Environmental Review

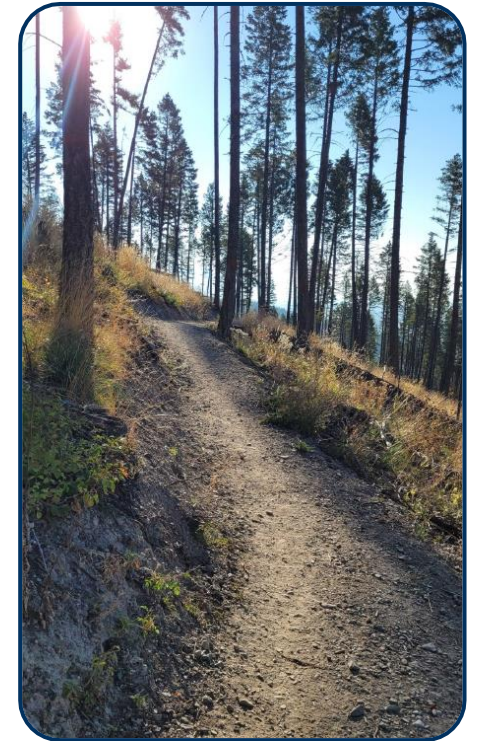
Public Lands

Consult land management agency for environmental documentation

- USFS (maintenance) = Cat Ex
- Snowmobile Grooming on Existing Routes = Cat Ex

Non-Public Lands (e.g., City, Private)

- Construction & Improvement = EA
- Maintenance & Repair = Cat Ex
- Snowmobile Grooming on Existing Routes = Cat Ex



When appropriate, a project's environmental review may be tiered from an environmental review; this requires uploading additional information to the application

[*Forms Available on the RTP Webpage & WebGrants Funding Opportunity Attachments](#)



Build America, Buy America (BABA)

- Domestic material requirements are included in Sections 70912 – 70941 of the Infrastructure Investment and Jobs Act.
- Office of Management and Budget Memo M-22-11 provides guidance on implementation of the new law.
- A temporary Waiver of Buy America requirements was approved to extend the implementation date from May 14, 2022 to November 10, 2022.
- [Buy America - Construction Program Guide - Contract Administration - Construction - Federal Highway Administration \(dot.gov\)](#)



Build America, Buy America (BABA)

Iron and Steel: Foreign-made iron and steel contained within your project budget (including both RTP requested funds and match) **cannot exceed \$2,500 or one-tenth of one percent of the contract value (whichever is greater).**

- Applies to all iron and steel permanently incorporated in a project
- *Existing Requirement for past RTP cycles*

Common items that may trigger the Buy America requirement include:

- Bridges
- Culverts
- Storage sheds and containers



Build America, Buy America (BABA)

Manufactured Products: Treated as items that consist of two or more construction materials that have been combined through a manufacturing process and items that include at least one construction material combined with a material that is not listed through a manufacturing process.

- The FHWA Federal Aid program currently has a waiver in place for Buy America requirements on manufactured products.
- This waiver does NOT apply to the iron and steel components of any manufactured products – See Iron and Steel Requirements
- *Existing Requirement for past RTP cycles*

Common items that may trigger the Buy America requirement include:

- Trail grooming equipment (snowmobiles, groomers, grooming implements)



Build America, Buy America (BABA)

Construction Materials: Manufacturing processes for the construction material must occur in the United States. Manufacturing processes are defined as the final manufacturing process and the process immediately preceding the final manufacturing process.

- *NEW Requirement*

Common items that may trigger the Buy America requirement include:

- Non-ferrous metals.
- Plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables).
- Glass
- Lumber, and
- Drywall.



Build America, Buy America (BABA)

After awarded, you must be able to provide documentation from the manufacturer (signed and dated) certifying that any items triggering the BABA requirement meets the Domestic Material Requirements in the Agreement prior to purchase.

Waivers

- <https://www.fhwa.dot.gov/construction/contracts/waivers.cfm>
- <https://www.fhwa.dot.gov/construction/cqit/buywaiver.cfm>
- Process is in place but there are no set timelines.
- Waivers should be submitted prior to award of contracts.

Minimal Foreign Material Allowance

- One-tenth of one percent of the contract value or \$2,500 whichever is greater.
- Cost of the materials delivered to the project.
- May increase in the future but for now this is the requirement.





Questions / Break


How to Apply

WebGrants Application



New Applicants: Sign Up for WebGrants

- Visit: funding.mt.gov
- Complete the Registration page
- Contact RTP Manager,
stephanie.adamscllemen@mt.gov,
for registration approval
- Your username and password will be
emailed to you once approved



The screenshot shows the Montana Grants and Loans WebGrants system interface. At the top, the logo "Montana Grants and Loans" is displayed with a stylized mountain and sun icon. A "System Compatibility" link is in the top right. Below the header, a "Log In" button with a key icon is on the left. The main content area is split into two columns. The left column, titled "Login", contains fields for "User ID:" and "Password:", a "Login" button, a "Forgot Password?" link, and a red-bordered box containing the text "New to WebGrants - State of Montana?" and a "Register Here" link. Below this is a section for "Funding Opportunities Offered by Montana State Agencies" with a "Search Here" link. The right column, titled "Announcements", features the heading "2022 HB 473/BaRSAA Funding Opportunity Open", a "Deadline: November 1, 2022", and a link for "Funding Opportunity: 11913 - 2022 HB473/BaRSAA". A paragraph of text follows: "Local governments are now able to request distribution of your new fuel tax allocation provided by the 2017 legislature thru the Bridge and Road Safety and Accountability Act (BaRSAA) Program (House Bill 473)." At the bottom, the "Montana Department of LABOR & INDUSTRY" logo is shown, along with the text "Incumbent Worker Training (IWT)".

Montana Grants and Loans

System Compatibility

Log In

Login

User ID:*

Password:*

Login

Forgot Password?

New to WebGrants - State of Montana?
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Funding Opportunities Offered by Montana
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Announcements

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Montana Department of
LABOR & INDUSTRY

Incumbent Worker Training (IWT)



Funding Opportunity

- Login to WebGrants
- Navigate to “Funding Opportunities”
- Find: “FWP Recreational Trails Program Grant Cycle 2023”
- “Start New Application”



Complete Application

- Carefully read instructions and complete each section.
- Mark sections “Complete”
- SUBMIT application once all sections are completed
- The primary application contact will receive an email confirming the successful submission

Menu | Help | Log Out

Back | Print | Add | Delete | Edit

Application

Application: 123833 - Test #2

Program Area: FWP RTP Recreational Trails Program

Funding Opportunities: 123515 - FWP Recreational Trails Program Grant Cycle 2023

Application Deadline: 01/31/2023

Instructions

Applicants needing assistance with any aspect of the application process should contact the RTP Manager at (406) 444-3343. Please fill out all of the required application forms. Remember to click on "save" after filling out each form. Before submitting your final application, be sure to select "Mark as Complete" on all forms.

Application Forms		Application Details	Submit
Form Name	Complete?	Last Edited	
General Information	✓	10/25/2022	
Applicant Information			
Project Overview			
Project Details			
Project Budget (Current)			
Funding Strategy Narrative			
Environmental Documents			
Application Attachments			
Application Certification			

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Building a Budget



Budget Table

- **RTP Request**
- **Cash Match**
 - Organization funds / staff time (calculated at the actual cost)
 - Other grant/funding sources used for the project
- **In-Kind Labor / Contributions**
 - Volunteer labor (current rate at \$25/hr.)
 - Donations in the form of supplies, facilities, services, equipment, travel, etc.

20% of the total project must be from match sources:

TOTAL project = Request + Match OR RTP Request X 25% = Required Match

Budget Funding Narrative:

Narrative for cost calculations, what it will be used for, and sources for match funds. Focus only on the budget that you supplied. (If project is larger than what your request and match illustrate, attachments may be provided to present the full scope of work being done)



Eligible Expenses and Match

- Eligible grant activity
- Clearly tied to project scope
- Incurred after project start date
 - *with exception for project design and engineering cost – if incurred up to 18 months prior to award start date, these expenses are eligible as match only*
- Match is guaranteed at the time of application
- Detailed and justified

Know in advance: If awarded a grant, proof of expenditures is required before reimbursement can be issued



Indirect Cost Rates

Indirect Cost Rate (e.g., operations/administrative salaries).

- Options for including in your budget:
 - **Federally Approved Cost Rate** - with proper verification
 - **Negotiated Indirect Cost Rate** – those with a pending application for a Federally Approved Indirect Cost Rate
 - **De Minimis Rate** – Any non-federal entity may elect to charge a 10% on the first \$25,000 of an RTP award.

These rates must be applied consistently on claims – No additional documentation is required once the cost rate has been confirmed



Set-Rate Expenses and Match

Grooming Rates:

- \$20 per hour for utility sleds
- \$120 an hour for large groomers

*Rates cover fuel, oil, and general maintenance and repair (labor time running groomers is not covered under these rates. Labor should be calculated under “salaries and labor”)

Meals:

- Morning = \$7.50
- Midday = \$8.50
- Evening = \$14.50
- A grantee may be reimbursed for groceries purchased for RTP-funded trail crew meals.

Volunteer Hours:

- \$25 per hour
- Mileage: \$0.56 per mile

Personal Property use (per day):

- Motorized OHV or boat = \$ 15.00
- Horse trailer = \$ 15.00
- Other trailer = \$ 5.00
- Horse (pack animal) = \$16.00



Application Checklist & Review



Application Checklist

- ✓ ***Review the Application Guidelines***
- ✓ Risk Assessment
- ✓ SAM Verification
- ✓ Appropriate Documentation of Project Approval / Commitments
- ✓ Appropriate Documentation of Landowner Permissions
- ✓ Appropriate Environmental Review Documents
- ✓ Documentation of Federally Approved Indirect Cost Rate, if Applicable
- ✓ Minimum one map showing project location
- ✓ Additional attachments pertinent to project review / letters of commitment
- ✓ Complete Application Form



Application Tips and Tricks

- **Clearly vet your project** with all relevant leadership, partners, and landowners and ensure all the necessary paperwork is in order – *review Application Guidelines for required documents*
- **Use bullet points when appropriate** to complete certain list-related questions such as timelines, project partners, and proposed project goals.
- **Draft responses** in a WORD document (Catch spelling errors, grammar, share responses with co-applicants for feedback, and serves as a backup incase of internet failures). Copy and paste final response into WebGrants form.
- **Clearly label** all attachments.
- **Ask questions early** – RTP Manager is happy to help you! All requests for project or application review/feedback should be submit no later than 2weeks prior to application deadline.



Application Review Process

- **February:** Preliminary Review ([page 6 of Application Guidance](#))
 - Is it Eligible? Is it ready to proceed? Adequate landowner permissions? Is the application complete?
- **February:** Internal Panel Review – Scoring Criteria Project Planning and Involvement (15 points)
 - Project Implementation (10 points)
 - Recreational Benefit (10 points)
 - Community Development (10 points)
 - Sustainability (10 points)
 - Education and Outreach (5 points)
- **March:** State Technical Advisory Committee Recommendations
- **March:** Internal Panel Final Recommendations & Notice of Conditional Awards
- **April-May:** 30-day Public Comment Period
- **June:** FWP Decision Notice Published



Contact Information

Stephanie Clemen

RTP Program Manager

(406) 444 – 5898

stephanie.adamscllemen@mt.gov

Webpage:

fwp.mt.gov/aboutfwp/grant-programs/recreational-trails

